

### NJ SMART Timeline – January 2014

DATE	EVENT
Wednesday, January 22, 2014	Close: Official ACCESS for ELLs Submission

### January Action Items

Task	Recommended Completion Date	
Download and review the Staff Evaluation Data Handbook and FAQ document	January 8, 2014	<input type="checkbox"/> Completed
Attend a Staff Evaluation Webinar	January 8, 2014	<input type="checkbox"/> Completed
Touch base with your Student Information System to make sure system is ready for the new submission	January 23, 2014	<input type="checkbox"/> Completed

For dates and times of NJ SMART Webinars visit <http://www.nj.gov/education/njsmart/training>

### NJ SMART Timeline – February 2014

DATE	EVENT
N/A	N/A

### February Action Items

Task	Recommended Completion Date	
Attend a Staff Evaluation Webinar if additional training is needed	February 28, 2014	<input type="checkbox"/> Completed
Review the SMID Management Guide to make sure SMID Management is ready for the June 30 Snapshot	February 28, 2014	<input type="checkbox"/> Completed

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### NJ SMART Timeline – March 2014

DATE	EVENT
N/A	N/A

### March Action Items

Task	Recommended Completion Date	
Attend a Staff Evaluation Webinar if additional training is needed	March 30, 2014	<input type="checkbox"/> Completed

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### NJ SMART Timeline – April 2014

DATE	EVENT
Wednesday, April, 16 2014	Open: Practice CTE and Course Roster Submissions

### April Action Items

Task	Recommended Completion Date	
Attend a Staff Evaluation Webinar if additional training is needed	April 30, 2014	<input type="checkbox"/> Completed

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### NJ SMART Timeline – May 2014

DATE	EVENT
N/A	N/A

### May Action Items

Task	Recommended Completion Date	
Attend a Staff Evaluation Webinar if additional training is needed	May 30, 2014	<input type="checkbox"/> Completed
Prepare your information system or submission template for the June Practice Period	May 30, 2014	<input type="checkbox"/> Completed

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### NJ SMART Timeline – June 2014

DATE	EVENT
Monday, June 2, 2014	Open: Practice Staff Evaluation Submission
Monday, June 30, 2014	Snapshot: SID and SMID Management
Monday, June 30, 2014	Close: Practice Staff Evaluation, CTE and Course Roster Submissions
Monday, June 30, 2014	Close: LDM State Submission

### June Action Items

Task	Recommended Completion Date	
Complete a practice upload to the Staff Evaluation Submission	June 6, 2014	<input type="checkbox"/> Completed
Resolve any records in error	June 13, 2014	<input type="checkbox"/> Completed
Attend a Staff Evaluation Webinar if additional training is needed	June 24, 2014	<input type="checkbox"/> Completed
Export updated practice data and save to computer prior to the deletion of the practice data. All practice data will be deleted after the June 30, 2014 5:00 PM deadline	June 26, 2014	<input type="checkbox"/> Completed

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### NJ SMART Timeline – July 2014

DATE	EVENT
<b>Monday, July 7, 2014</b>	Open: Official Staff Evaluation, CTE, Course Roster and State Submissions
<b>Monday, July 7, 2014</b>	Open: SID and SMID Management

### July Action Items

Task	Recommended Completion Date	
<b>Complete upload to the Staff Evaluation Submission with official data</b>	July 11, 2014	<input type="checkbox"/> Completed
<b>Resolve any records in error</b>	July 18, 2014	<input type="checkbox"/> Completed
<b>Attend a Staff Evaluation Webinar if additional training is needed</b>	July 21, 2014	<input type="checkbox"/> Completed
<b>Certify and release your submission data</b>	July 24, 2014	<input type="checkbox"/> Completed

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### NJ SMART Timeline – August 2014

DATE	EVENT
Monday, August 4, 2014	Deadline: Official Staff Evaluation, CTE, Course Roster and State Submissions
Monday, August 4, 2014	Deadline: SID Management Inactivation of 2013-2014 High School Graduates
Monday, August 4, 2014	Close: SMID Management
Monday, August 4, 2014	Close: Special Education Local Data Mart

### August Action Items

Task	Recommended Completion Date	
Certify and release your submission data prior to the 5:00 PM August 4 deadline	August 4, 2014	<input type="checkbox"/> Completed

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